



## **J O B   D E S C R I P T I O N**

**POSITION:**            **CHILDREN'S DRAMA INSTRUCTOR (AS III)**

**WAGE:**                **\$10.68 - \$11.21 - \$11.77 - \$12.36 - \$12.98 - \$13.63 - \$14.31 - \$15.02 PER HOUR**

### **JOB DESCRIPTION:**

*This part time teaching position is an opportunity to bring the joy of theater to young performer's lives. The instructor plans, prepares, instructs and directs the Children's Repertory Theater program and may lead summer Creative Dramatics Camps. Applicant must be available for all rehearsals, dress rehearsals and performances (held on weekends). We are seeking a candidate who will be available during the school year on Wednesday evenings between the hours of 5:30-9:30PM as well as for performances TBD.*

### **EXAMPLES OF DUTIES** *(These duties are a general description and are not all-inclusive)*

- *Plan repertory theater contents; supervise performers.*
- *Plan auditions; determine parts.*
- *Run rehearsals, dress rehearsals and performances*
- *Order supplies as needed*
- *Interact with participants; encouraging self-esteem, and personal growth through dramatic arts*
- *Communicate with supervisor on classroom needs*
- *Attend periodic staff meetings*
- *Open and close building for rehearsals, dress rehearsals and performances.*

### **SUPERVISION EXERCISED AND RECEIVED**

*Under the general supervision of the Arts Recreation Supervisor II, the instructor may supervise a part-time aide and/or volunteer in a classroom situation in daily activities.*

### **MINIMUM QUALIFICATIONS**

- *Must have one school year experience in teaching, or in recreation; experience volunteering in the schools or other programs will be considered*
- *Knowledge of theater terms and an understanding of all aspects of theater production*
- *Strong classroom management skills*
- *Willingness to comply with suspected child abuse reporting (11166.5 PC).*
- *Must have excellent communication skills and be able to communicate with children and adults from a variety of cultural backgrounds*
- *Must be able to work independently and reliably complete tasks in a timely manner and within established budget*
- *Must submit verification of legal right to work in the United States within 72 hours of beginning employment*
- *Must establish and maintain a creative classroom environment*
- *Must be able to establish and maintain productive relations with and positive attitudes towards others*

**DESIRABLE QUALIFICATIONS**

- Associate of Arts degree in Drama or other related field
- Ability to work independently
- Knowledge and skills in specialized subject areas
- Specialized theatrical skills such as improv
- Combination of prior teaching experience (paid/volunteer) and education in Arts, Crafts or allied fields
- Certificate in Adult/Child CPR & First Aid from American Red Cross, American Heart Association or approved equivalent is required

**SELECTION PROCESS**

Qualified applications will be evaluated on the basis of related experience and quality of presentation. The most highly qualified applicants will be invited to an oral interview. Applicant evaluations will include a written and physical test. Satisfactory candidates will be placed on an eligibility list. Placements are anticipated immediately after the list is established. Some placements may be assigned to emphasize public education as the City's needs require.

**APPLICATIONS MAY BE OBTAINED AT:** City of Fremont  
Recreation Services Department  
3300 Capitol Avenue, Building B  
Fremont, CA 94537-5006

Or at any City of Fremont Recreation Services Facility  
Or online: <http://www.fremont.gov/DocumentCenter/Home/View/37>

**FOR SPECIFIC QUESTIONS REGARDING THIS POSITION CALL (510) 494-4322**

**THE CITY OF FREMONT IS AN EQUAL OPPORTUNITY EMPLOYER.  
WE DO NOT DISCRIMINATE ON ANY BASIS.**

The Recreation Services Department will make reasonable efforts in the examination process to accommodate persons with disabilities and for religious reasons. Please advise us of special needs in advance of the examination by calling (510) 494-4347.

Some positions may require a health evaluation.

The information contained herein is subject to change and does not constitute either an expressed or an implied contract.

**FINGERPRINTING & TB TEST ARE REQUIRED FOR THIS POSITION**

